

Town of Garrett Park



Town Office

PO Box 84
10814 Kenilworth Avenue
Garrett Park, MD 20896-0084

Tel: 301 933-7488 Fax: 301 933-8932

Email: garrett-park@comcast.net

Town Hall Use Permit

NAME/ORGANIZATION:

ADDRESS: _____

PO Box: _____

PHONE(s) : _____ EMAIL:

The party named above is authorized to use the facilities of the
Garrett Park Town Hall for the period specified: Time:

_____ Date: ____ / ____ /2004. Est. attendance: _____

Person in charge (a legally responsible adult must be present)

Name: _____ Address:

_____ Phone number:

_____ Type of use (circle): A B C D E

F Permission to move Piano: _____

Total charge for this usage (See reverse side): \$ _____

Deposit Paid: \$ _____

Rec'd: _____

Form Adopted 08/01/03

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Balance: \$ _____

Rec'd: _____

I agree to the Conditions Governing Use printed on the reverse side (Please read before signing):

User: _____

FEE SCHEDULE

A) Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership includes residents of the Town): \$500.00

B) Town residents or organizations using the Hall for fund-raising activities: \$200.00

C) Town residents using the Hall for Private Social Affairs. \$100.00

D) Garrett Park Citizens' Association, Garrett Park Women's Club, and community activities sponsored by either organization: NO CHARGE

E) Piano: \$25.00 **F)** Alcohol permit: Yes No (Circle one)
\$25.00

Please note: If a permit is granted and the event is subsequently canceled, the \$25 deposit will be forfeited to cover administrative costs.

Conditions Governing Use

Please have this permit at the Town Hall on day(s) of the Event

In connection with the permit granted for the use of the Town Hall, the person in charge of the event agrees to the following conditions:

1. All trash resulting from use of the Town Hall should be placed into plastic trash bags and placed in trashcans outside

kitchen door. Blue bins are provided for recyclable glass bottles, plastic #1 or #2, and cans (Please rinse).

2. Activities in the Town Hall will be concluded by 10:30 pm and the Town Hall and grounds will be cleared by 11:00 pm.
3. No electrically amplified musical instruments will be operated except by special permission of Town Administrator.

Granted: _____

4. Alcoholic beverages may not be served unless a Town Permit is obtained
5. The use of staples, tape, tacks, or nails on any of the Town Hall walls, doors, or panels is prohibited.

6. Weekend/evening phone numbers: Mayor's Office: 301 942-0766
Town Administrator: 410 795-9725

NOTE: **Montgomery County fire officials, limit occupancy of the main room of the Town Hall to 75 persons at one time.**